

WORKSHEET

Name:

Roll No: Class: Section:

Date:

WORD 2016– AN INTRODUCTION

Chapter-3

A. Tick (✓) the correct option.

1. Which of these shows the name of the program and the document name?

a. Ribbon

☐

b. Ruler

☐

c. Title bar

☐

2. To start a new document, select option from the File tab.

a. New

☐

b. Open

☐

c. Save

☐

3. Which of these is a word processing software?

a. Calculator

☐

b. Paint

☐

c. Word 2016

☐

B. Write 'T' for true and 'F' for false.

1. Word 2016 gives Document 1 as permanent file name.

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2. The shortcut key to print a document is Ctrl + P.

.....

3. Ribbon is made up of words and text.

.....

4. Word 2016 is a word processing software.

.....

C. Fill in the blanks.

1. Click on the Print button on Quick Access Toolbar to (print / save) the document.

2. Word 2016 is a/an (system / application) software.

3. The (horizontal / vertical) ruler appears on the left of the document.

4. Ribbon is made up of Tabs and (Groups / Tools) in Word 2016.